

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing office functions and handling clerical duties. The work involves frequent contacts with the public as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief and performs various accounting duties, such as making out payroll checks and assisting with the development of the departmental budget. The Secretary to the Fire Chief works independently in most areas, with general instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Places and answers telephone calls. Answers questions about the operation of the department and handles any routine requests by callers or visitors to the office. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes, sorts, and distributes mail. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation. Proofreads typed material and corrects errors.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, chronologically, and/or by subject matter. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files. Maintains roster of department personnel. Maintains a library or archive of reference materials for use by department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Takes and transcribes dictation. Operates a word processor or a computer terminal in order to enter or retrieve information from files. Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Enters routine information in department records. Fills out all forms or records required or assigned to this position. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Accounts for money and assets of an assigned division. Computes payroll and prepares payroll records. Makes out checks for payroll and for payment of department bills. Compiles information to be used in developing the budget and assists the Chief in the preparation of the departmental budget. Maintains the inventory of supplies and equipment, prepares purchase requisitions, and orders and distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute (net).

MUST MEET AT LEAST ONE OF THE FOLLOWING REQUIREMENTS:

A minimum of six (6) months clerical experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or computer database application,

OR

Vocational/Technical certification in the operation of a computer terminal utilizing a word processing and/or computer database application,

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.